

# Retention and Classification Report

**Agency:** Department of Workforce Services. Vernal Employment Center  
(1913)  
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**Records Officer** Amanda McPeck

10869 Family support client case files  
07303 \*Home energy assistance target program case files  
19966 \*Job Training and Partnership Act Client Files  
14761 Personnel files for permanent employees  
10268 Self-sufficiency/child care eligibility case files

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 10869

3

**TITLE:** Family support client case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

These case files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), now The Dept. of Workforce Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 09/15/1992

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 10869

**TITLE:** Family support client case files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided case is not reopened, audit or litigation pending.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychiatric and psychological information

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 7303

3

**TITLE:** Home energy assistance target program case files

**DATES:** 1981-2001.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 25.00 cubic feet.

**DESCRIPTION:**

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, now The Dept. of Workforce Services, gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families have had special medical expenses; and fourth, families have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, salary, and employment information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 7303

**TITLE:** Home energy assistance target program case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 19966

3

**TITLE:** Job Training and Partnership Act Client Files

**DATES:** 1996-2001.

**ARRANGEMENT:** Alphabetical by name

**TOTAL VOLUME:**

**DESCRIPTION:**

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 19966

**TITLE:** Job Training and Partnership Act Client Files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 14761

3

**TITLE:** Personnel files for permanent employees

**DATES:** 1962-

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 03/21/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.



**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 14761

**TITLE:** Personnel files for permanent employees

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 10268

3

**TITLE:** Self-sufficiency/child care eligibility case files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

These case files were created and used to document the monitoring initially of Family Support client cases and their progress. This service is now provided by The Dept. of Workforce Services. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforce Services against clients, documentation on target populations, and support services offered to clients.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 03/10/1992

**AGENCY:** Department of Workforce Services. Vernal Employment Center

**SERIES:** 10268

**TITLE:** Self-sufficiency/child care eligibility case files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)